

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 3
ARCADIA MENTAL HEALTH CENTER**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

Patient Resources Worker (Spanish speaking)

Arcadia Mental Health Center is an adult outpatient clinic located in San Gabriel Valley with an opening for a Patient Resources Worker (PRW).

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Meets with clients to review their financial resources to pay for mental health services by completing the Uniform Method of Determining Ability to Pay (UMDAP);
- Assists clients in making assignments for medical benefits;
- Completes the Unbilled Medi-Cal Reports;
- Completes standardized billing forms based upon data acquired; and
- Assists clients in enrolling in Healthy Way L.A.

DESIREABLE QUALITIES:

- Experience working effectively with DMH clients;
- Fluency in Spanish;
- Ability to be flexible with evolving programs and work duties;
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, community agencies and consumer partners;
- Good time management skills;
- Experience creating Excel documents and other spreadsheets.

Individuals currently holding the title of Patient Resources Worker are encouraged to submit their resume to the address below. Please submit resume and Performance Evaluations for the last 2 years.

Fax or Email information to:

Delia Orta

dorta@dmh.lacounty.gov

Phone number: (626) 294-2097 *** Fax number: (626) 447-4792